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The Birley Academy

A L.E.A.D. Academy

DCa/LGi/APe

Any enquiries relating to this letter please contact Ann Pemberton

19 October 2023

Dear Parent/Carer

Y10 Work Experience – Monday 08 - Friday 19 July 2024

During the two weeks **Monday 08 - Friday 19 July 2024** all Y10 students at Birley Academy will have the opportunity to go out on work experience. Work Experience is an important part of a developing Careers Education, Information, Advice and Guidance Programme. It gives students a valuable chance to work with a new range of people in a real working environment and forms an important part of each student's Achievement File by way of an employer's report.

Students will be expected to obtain their own placements to ensure that they are able to take part in work they are interested in and that may be relevant to their preferred future career, enabling them to focus on specific interests and needs. This shows added commitment and initiative on the part of the student and helps to build an all-round experience. There is also a wealth of ongoing support around school. Though school cannot offer any 'ready-made' placements, we are on hand to help students with knowledge of the local area and organisations we have used in the past.

This year, as in past years, there will be several other schools out on work experience at the same time as Birley, making the quantity and quality of placements very competitive. All students are encouraged to be actively looking for a work experience placement. Please be aware if your son/daughter should need a public transport pass during placement there could be up to a 3-week application turnaround process with the transport companies you are approaching.

Last year, many parents/carers helped their sons/daughters to find their own quality placements. This exemplifies the strong parent/carers/academy bond that Birley enjoys, making it a much richer place for all. It also reflects the high degree of support that parents/carers offer their sons/daughters throughout what is, for many students, a very challenging but extremely enjoyable time.

All student arranged "self-placement" companies must hold current Employers Liability Insurance (ELI).

As soon as a placement has been secured, can you please ensure that the "Work Experience Self-Placement Agreement Form" (green copy attached) is completed in full:

- by Parent/Carer, including signature and any relevant Health issues or other conditions which would result in unnecessary risk to a student's health and safety or the safety of another person. This section to be completed before the paperwork is given to the Company this ensures they have all relevant information.
- by the Employer, including full placement/job details, **Employers Liability Insurance (ELI) details**.
- Student signature will also be required. Please return all completed paperwork to Ann Pemberton at Birley.

Students have started their work experience preparation during PSHE lessons and will have their Work Experience/Health and Safety preparation before the start of placement. A Parent/Carer Guide and "Work Experience Self-Placement Agreement Form" are attached for your information. Please do not hesitate to contact Ann Pemberton T:0114 2392531 ext 2253 E: annpemberton@birleysecondaryacademy.co.uk should you require any further information at this stage.

Yours sincerely

Acting Headteacher



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